



PROGRAM COORDINATOR

Characteristics of Work

This work involves coordination and technical assistance at the state, regional, or local level regarding the development, planning, coordination, and implementation of educational, preventive, or service programs. Work is performed under supervision of an administrative superior.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Promotes, develops, coordinates, and implements agency programs.

Provides leadership and assistance to groups and agencies in the development and implementation of education, prevention, or service programs.

Provides assistance in development of educational and training programs for the general public and the staff of agencies serving the public.

Promotes, develops, coordinates, and implements methods and techniques for documenting and evaluating program activities at the agency and local level.

Assists in the development, coordination, and implementation of plans.

Works cooperatively with groups and agencies to ensure the coordination of existing resources and the development of increased services on the state, regional or local level.

Performs related or similar duties as required or assigned.

Essential Functions

The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Coordinates and assists in the development, planning, and implementation of education, self-help, grooming, housekeeping, daily-living and social programs.
2. Provides training and direction to staff and/or clients to ensure proper implementation of programs.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel

Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Moderate Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationship so as to see objects where and as they actually are.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in social sciences or services, education, counseling, public health, or a related field.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in social sciences or services, education, counseling, public health or a related field.

AND

Experience:

One (1) year of experience related to the above described duties.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:

Five (5) years of experience in work related to the above-described duties.

Substitution Statement

Above graduation from a standard four-year high school or equivalent (GED), related experience and related education may be substituted on an equal basis.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.